

**DOWNSTATE LOCAL RECORDS COMMISSION**  
**Margaret Cross Norton Building**  
**John Daly Conference Room**  
**Springfield, Illinois**

**MINUTES**

Meeting of June 7, 2016

**MEMBERS PRESENT:** Paul Schmitz, Chairman Local Records Commission and Christian County Board Chairman; Jay Scott, Macon County State's Attorney; Jeff Clarke, Mayor of Pawnee; Carol Reed, Macon County Auditor.

**MEMBERS ABSENT:** David Joens, Secretary of State Designee.

**STAFF PRESENT:** Robert Boots, Pamela Waggoner, Sheila Cowles.

**STAFF ABSENT:** Rheta Miller.

**GUESTS:** None

Mr. Schmitz called the meeting of the Downstate Local Records Commission to order at 10:00 A.M

Mr. Clarke made the motion to approve the minutes from the May 3, 2016 meeting. Mr. Scott seconded the motion. The motion carried. Approved unanimously.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Mr. Boots talked briefly regarding the add-ons for application 02:172, Rock Island Co Sheriff's Dept. He explained that the Village Boards of both Port Byron and Cordova voted to disband their Village Police Departments and turn over those functions to the Rock Island County Sheriff's Department. As a result they were taking on management of the records from those Village Police Departments.

The following new applications, add-ons, and amendments were presented for approval:

**APPLICATIONS:**

| <u>County</u> | <u>Agency</u>                  | <u>Application #</u> | <u>City</u> |
|---------------|--------------------------------|----------------------|-------------|
| Macon         | City of Decatur                | 16:118               | Decatur     |
| DuPage        | Burr Ridge CCSD #180           | 16:135               | Burr Ridge  |
| Fayette       | Village of Brownstown          | 16:136               | Brownstown  |
| Clay          | Flora Police Pension Board     | 16:137               | Flora       |
| Sangamon      | Sangamon Co. Zoning Department | 16:138               | Springfield |

|             |   |        |              |
|-------------|---|--------|--------------|
| DuPage      | Southwest United Fire Districts                     | 16:139 | Darien       |
| Bureau      | Wyanet Twp. Offices                                 | 16:140 | Wyanet       |
| Stark       | Stark Co. Probation                                 | 16:141 | Toulon       |
| Hancock     | Nauvoo Public Library                               | 16:142 | Nauvoo       |
| Lee         | Leaf River Twp. Offices                             | 16:143 | Leaf River   |
| Sangamon    | Village of New Berlin                               | 16:144 | New Berlin   |
| St. Clair   | Mascoutah School Dist. #19                          | 16:145 | Mascoutah    |
| McHenry     | McHenry Co. Public Defender                         | 16:146 | Woodstock    |
| McHenry     | Wonder Lake Fire Protection Dist.                   | 16:147 | Wonder Lake  |
| Franklin    | Rend Lake Conservancy District                      | 16:148 | Benton       |
| Wabash      | Wabash Co. Clerk and Recorder                       | 16:149 | Mount Carmel |
| Madison     | Mitchell Fire Protection District                   | 16:150 | Granite City |
| Williamson  | Williamson Co. Supervisor of Assessments            | 16:151 | Marion       |
| Adams       | Adams Co. Circuit Clerk 8th Judicial Circuit        | 16:158 |              |
| Boone       | Boone Co. Circuit Clerk 17th Judicial Circuit       | 16:159 |              |
| Christian   | Christian Co. Circuit Clerk 4th Judicial Circuit    | 16:160 |              |
| Macon       | Macon Co. Circuit Clerk 6th Judicial Circuit        | 16:161 |              |
| Rock Island | Rock Island Co. Circuit Clerk 14th Judicial Circuit | 16:162 |              |

**ADD-ONS:**

| <u>County</u> | <u>Agency</u>                     | <u>Application #</u> | <u>Add-on Item #s</u> |
|---------------|-----------------------------------|----------------------|-----------------------|
| Crawford      | Crawford Co. Treasurer            | 91:112               | 34                    |
| DeKalb        | DeKalb Co. Assessor               | 13:132               | 46                    |
| Kane          | Batavia C.U.S.D. #101             | 08:235               | 68 - 88               |
| Kankakee      | City of Kankakee                  | 09:159               | 615-617               |
| Lake          | Deerfield Park District           | 04:249               | 80                    |
| McHenry       | Cary Park Dist.                   | 14:222               | 103 - 114             |
| Richland      | Olney City Clerk                  | 09:066               | 54 and 55             |
| Rock Island   | Rock Island Co Sheriff's Dept     | 02:172               | 117 and 118           |
| Will          | Frankfort Public Library District | 11:008               | 79                    |
| Will          | Plainfield Twp. Park Dist.        | 07:003               | 62                    |

**AMENDMENTS:**

| <u>County</u> | <u>Agency</u>              | <u>Application</u> | <u>Amendment Item #s</u> |
|---------------|----------------------------|--------------------|--------------------------|
| DuPage        | Village of Addison         | 03:003             | 709                      |
| Lake          | Deerfield Park District    | 04:249             | 13, 21, 30, 52, 63       |
| Will          | Plainfield Twp. Park Dist. | 07:003             | 2, 48                    |
| Wabash        | Wabash Co. Treasurer       | 97:055             | 9, 11, 12, 26 and 29     |

Ms. Reed made a motion to approve the applications, add-ons, and amendments as presented. Mr. Clarke seconded the motion. The motion carried unanimously.

**Public Comment:**

None

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, July 5, 2016 at 10:00 a.m.

Mr. Scott made a motion to adjourn. Mr. Clarke seconded the motion. The motion carried. Approved unanimously.

Minutes submitted by: Pamela Waggoner, Records Management Section, Local Records Unit.